

60 Newmarket Street, Grimsby, North East Lincolnshire, DN32 7SF Telephone: 01472 269666 Website: www.foresight-nelincs.org.uk

APPEALS POLICY AND PROCEDURE

Candidate:	 Date:
Assessor:	 Date:

The grievance and appeals procedures are explained below along with equal opportunities and candidate access requirements, if applicable.

The candidate is encouraged to seek clarification and advice whenever necessary.

Assessment methods:

- Observations
- Oral questioning
- Written questioning
- Work product
- Witness testimony

- Professional discussion
- Candidate personal reports
- Projects
- Accreditation of prior achievement

Special needs and allowances along with assessment documentation and portfolio building techniques will be agreed with your assessor.

Your assessor will discuss with you the units that you will have to achieve to prove competency in to achieve your chosen qualification. On completion of the self analysis form you should be able to agree your optional units with your assessor.

Grievance/Appeals Procedure

If any candidate disagrees with the decision made by an Assessor, they may appeal to an appropriate Internal Verifier to clarify the issue. The Internal Verifier must, within 7 days interview both the candidate and the Assessor. Within 10 days of these interviews taking place the Internal Verifier is to advise both parties of their decision regarding the appeal. If the candidate is still not satisfied, they may appeal to the External Verifier. (See candidate appeal flowchart.)

Should an Assessor disagree a judgement made by an Internal Verifier then they have the right to appeal to the External Verifier who will arbitrate. In cases where the Internal Verifier/External Verifier are the interested parties then the appeal will be passed to another External Verifier. (See Assessor appeal flowchart.)

A record must be kept of all such appeals and actions taken.

Access and Equal Opportunities

All members of staff employed in a role where this particular qualification is relevant, will be granted the opportunity to be assessed for the qualification without prejudice and Foresight's policy statements on Equality and Diversity shall be entirely relevant.

Appeals Policy and Procedure Policy

Version 1 - Updated 6th February 2024

Registered Charity Number 1095120 - A Company Limited by Guarantee 04278151 - VAT Number 04278151

itle:	Level:
ptional units required to achiev	e your qualification:
andidate signature:	Date:
ssessor signature:	Date:
ease note: Your Internal Verifi	er will be:
Candidate disagrees with Assessor's judgement	Appeal (in writing) to Internal Verifier Second re-assessment to be carried out within 14 days
No further action required	Is candidate satisfied with the outcome of appeal? Candidate to be informed (in writing) of outcome by Internal Verifier
	No
	Candidate to appeal (in writing) to External Verifier with 4 weeks If appeal upheld Internal Verifier to review findings with Assessor
	Within 7 days External Verifier to request a meeting to review appeal and External Verifier will inform all parties the outcome of the appeal
No further action required	Is candidate satisfied with the outcome of appeal? Appeal direct to Awarding Body
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Was appeal upheld?

No

No further action

No further action

ASSESSOR APPEALS

